



# Office of the City Clerk

Weekly Report – for Week Ending August 26, 2016

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### **Elections**

Proponents of the *Building Moratorium; Restrictions on General Plan Amendments; Required Review of General Plan Initiative Ordinance* submitted their petition signatures on August 24. Staff will verify signatures once the signature counting process is complete. The proponents will need 61,487 signatures to qualify for the ballot.

Proponents of the *Non-Exclusive Franchise System for Solid Waste Collection Initiative Petition* submitted a draft petition on August 22 for City Clerk review and approval.

As part of the Division's enhanced outreach efforts, a telephone survey to target low-propensity voters and identify the reasons that keep them from voting, was launched on Monday, August 22. As of August 23, staff placed 3,523 calls and completed 443 voter surveys. The survey will continue into early next week.

Staff participated in the Empower LA "Beyond Neighborhood Councils - How to Run for Higher Office, Get Appointed to a City Commission or Find a Job with the City" event on Tuesday, August 23. Staff's presentation included information on candidate requirements, Declaration of Intention and Nominating Petition Filing deadlines, and details on upcoming candidate training workshops.

### **Business Improvement Districts**

On August 23 the Council held the public hearing relative to the establishment of a proposed Venice Beach BID. The ballot tabulation results were 77% in favor and 23% opposed. The next day, the Council adopted the Ordinance of Establishment for the new District: the Venice Beach Property and Business Improvement District.

The automation of the Business Improvement District workflow has been completed. The application is designed for contractors to submit documents online via the BID portal, replacing the traditional mailing process. The beta testing phase will begin this month.

### **Administrative Services**

Six former Empower LA employees who are now part of the City Clerk's Neighborhood Council Funding Program will be moved from the 20<sup>th</sup> floor of City Hall to the second floor of the same building. Computers, cubicles, and phones to accommodate staff have been arranged. Their new offices will be in Rooms 233 and 232. GSD will provide the Clerk with a scheduled move date.

### **Issue(s)**

Approximately 27,000 boxes have been transferred from Iron Mountain to Storetrieve. We continue to work with the vendors to negotiate a faster rate of transfer.

There was an issue with the live video streaming in both English and Spanish at the August 19 Council meeting. The problem with the hardware was resolved; however, the meeting did not record correctly. Staff recaptured the meeting from Channel 35 Friday night and the meeting was made available on the website on Monday morning, August 22.



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The bank that provides financial services to the Neighborhood Council system, Union Bank, is expected to stop providing these services. The City Clerk's new Neighborhood Council Funding Program, transferred from DONE this year, is critical in accessing these services and using the Bank to pay for Neighborhood Council-related expenses. A replacement bank must be selected. Both DONE and the City Clerk were informed that a quicker, more informal Request For Information process would be used by the Office of Finance when procuring a new bank. Last week, this Office was informed that the Office of the City Attorney is recommending the longer RFP process. The City Clerk believes that the RFP will delay the implementation of this Funding Program. This Office is trying to work out a mutually agreeable solution.

## **Upcoming**

The L.A. Digital Government Summit will be on August 30-31. The Office of the City Clerk and the Board of Public Work Staff will be presented with the 2016 Outstanding IT Project Award for the implementation of the electronic agenda system.